**Transfer-In Procedures**

**Students Receiving Special Education Services**

**Topeka Public Schools**

When a student enrolls with an IEP from outside of the district:

Kindergarten through 8th Grade

If a student enrolls with an IEP (or equivalent from a foreign country), the following procedures should be followed:

1. School Counselors or building secretaries should complete the Transfer-In packet and fax the information to the Transfer-In Desk at the Lundgren Special Education Center (785-438-5979). The originals should be sent through pony mail to Lundgren, att. Samantha Chamberlain.
2. School Counselors will check the Home Language Survey and the PIF to determine whether ELL services are indicated.
3. Enrollment paperwork should be completed; however, the student should not start school until the Transfer-In Team reviews the student's records. The Transfer-In Team has five school days to complete the transfer-in process. Information will be communicated as it is received to keep the building team informed of progress.
4. The Transfer-In desk will retrieve the student's IEP and Special Education records.
5. An email will be sent to the key people (principal, consulting teacher, school psych and social worker, related services providers if necessary and coordinator of those services, and the department special education chair) which will include the transfer in report, an attached copy of the incoming IEP and most current Evaluation and the TIP page.

IEP also indicates ELL services

1. The Transfer-In desk contacts the ELL Department
2. The ELL Department will notify the school that a permission to test (PTF) needs to be sent home and returned in a timely manner.
3. After the PTF has been returned, the student will move to the top of the ELL Department’s priority (testing) list, to ensure testing will be completed as quickly as possible.
4. Dr. Bennett – O’Brien and Dr. Barnhart will be apprised of testing results to discuss the best placement for this student.
5. Demographics and Transfer-In desk, along with Special Education consulting teachers will be notified if the student needs to be transferred to an ELL school.

High School

If a student enrolls with an IEP (or equivalent from a foreign country), the following procedures should be followed:

1. High School Psychologists complete the transfer-in forms.
2. School Counselors will check the Home Language Survey and the PIF to determine whether ELL services are indicated.
3. If the IEP indicates Ell Services, the school psychologist will contact the ELL Department and the school counselor.